

May 6 2021

SERMC Safety SOP 44

From: SERMC Safety Department

Subj: FACILITY FIRE PROTECTION and PREVENTION PROGRAM

Ref: (a) NAVAL STATION MAYPORT FIRE AND PREVENTION PROGRAM,
NAVSTAMYPTINST 11320.4 (SERIES)

Encl: (1) Fire Warden Report
(2) Monthly Fire Extinguisher Inspection Record
(3) SERMC Muster Location/Illustration
(4) SERMC Weekly Safety/Environmental Inspection Form
(5) Fire Bill
(6) Grilling Request Form

1. Purpose. To inform personnel of SERMC's Fire Protection and Prevention Program for the facility (BLDG 1488, RLB 1 (BLDG 2785), RLB 2 (2786), and RLB 3 (BLDG 2812)).

2. Cancellation. None.

3. Applicability. This SOP, applies to all SERMC personnel, support service contractors, and other commands occupying space in SERMC's facility (BLDG 1488), RLB 1 (BLDG 2785), RLB 2 (BLDG 2786), and RLB 3 (BLDG 2812).

4. Responsibilities

a. Commanding Officer will

(1) Ensure compliance with the listed references and procedures of this SOP.

(2) Designate in writing the command's Fire Warden and alternate Fire Warden IAW ref a.

b. Department Heads/Supervisors will

(1) Conduct a review of this SOP with assigned personnel. Document review using On-the-Job Training (OJT) Enterprise Safety Applications Management System (ESAMS).

(2) Ensure all personnel have evacuated the building when the fire alarm has been activated or evacuation is ordered over the facilities general announcing system.

(3) Provide evacuation status of assigned personnel to SERMC's Command Duty Officer (CDO) once completed.

May 6 2021

c. Command Fire Warden and Alternate will:

(1) Establish and maintain SERMC's Fire Protection and Prevention Program for the facility.

(2) Instruct and monitor Command Safety Petty Officers (SPOs) in conducting a weekly fire safety inspection in their areas of responsibility, using enclosure (1).

(3) Submit Monthly Fire Warden Report (enclosure 1) to Naval Station Mayport Fire Inspector no later than the 15th of the following month.

(4) Report immediately to SERMC Safety Department Head and Naval Station Mayport fire prevention division any discrepancies creating an immediate hazard to life or property.

(5) Notify the Naval Station Mayport Fire Inspector of any changes in conditions within buildings, structures and/or areas that might require changes in allocation and distribution of fire extinguishers.

(6) Identify lessons learned and areas for improvement during and after fire or alarm incidents.

(7) Ensure that flammables are kept in approved flammable storage lockers.

(8) Accompany Naval Station Mayport Fire Department and Emergency Services and Inspectors during inspections.

(9) Establish and maintain SERMC's Monthly Fire Extinguisher Inspection Record, enclosure (2).

(10) Schedule training as necessary to ensure personnel are familiar with fire reporting and evacuation procedures, and the proper use and operation of fire extinguishers.

(11) Document NFPA 101 Life Safety Code, fire safety, and program related deficiencies in ESAMS.

(12) Schedule updates of, and maintain annual authorized permits for SERMC's five designated hotwork zones. Ensure permits include a description of the type of work to be performed and the limits of the work area. Permits are to be posted in the vicinity of the authorized hotwork areas.

(13) Contact Naval Station Mayport Fire and Emergency Services Inspectors for any hotwork operation requests outside of the five designated hot work areas for authorization and approval.

May 6 2021

d. SERMC personnel, support service contractors and other commands occupying space in SERMC's facility will:

(1) Be familiar with the location of fire extinguishers within respective areas and the contents of the posted fire bill.

(2) Be familiar with facility evacuation routes, evacuation reporting procedures, and muster location (enclosure 3).

(3) Account for visitors during an evacuation of the facility.

e. Command Safety Petty Officers will:

(1) Conduct and annotate weekly inspections of assigned areas of responsibility using enclosure (4). Submit enclosure (4) to the Safety Department by the third working day of the following month.

(2) Report program related deficiencies beyond their capability to correct to the Safety Department.

(3) Report program related deficiencies pertaining to facilities (i.e. emergency lighting, EXIT signs, etc.), by submitting a Facilities Service Request on the SERMC SharePoint page and document the request ID number on enclosure (1).

f. Quarterdeck Watch Standers will:

(1) Call Naval Station Mayport Fire and Emergency Services and report any fire, using enclosure (5) once reported.

(2) Pass the following word over the facilities announcing system if the fire alarm fails to sound:

"Fire, Fire, Fire", Fire in building 1488, RLB 1 (BLDG 2785), RLB 2 (BLDG 2786), and RLB 3 (BLDG 2812). "Secure powered equipment in use and evacuate the building by way of the closest exit. All personnel proceed to designated muster location."

(Phrase will be announced twice)

5. Identification of Significant Fire Hazards

a. Certain materials generate heat from inherent chemical decomposition processes and if accumulated to critical mass can generate enough internal heat to spontaneously combust. Oily rags in open containers are particularly susceptible to spontaneous

May 6 2021

combustion. Special care is needed to avoid or control such hazards. Open containers of flammable liquids (i.e., paints, thinners, lubricants) can generate evaporative gases that flow through or accumulate in enclosed areas to reach a flame or spark that can cause explosive ignition leading back to the flammable liquid source.

b. Fire prevention involves the elimination or control of conditions or substances that could ignite or fuel a fire. Maintaining a clean and orderly workplace by ensuring proper and regular housekeeping is an essential element of fire prevention.

c. Supervisor should routinely inspect their workplace to identify fire ignition and fuel hazards and take appropriate steps to eliminate them. Fire ignition hazards include: open flames, some chemical agents, sparks, and heat producing equipment or materials.

d. Electrical systems and equipment, including wiring and switches, are major sources of fire ignition sparks or heating hazards. Overloaded, damaged or flawed electrical circuits generate heat in wiring that can reach a temperature sufficient to ignite adjacent materials. Areas of concern also include coffee messes, kitchen areas, storerooms, and office spaces.

e. Welding, cutting and grinding operations can produce sparks that can ignite materials, gases or flammable liquids in the work area. Maintain a clean and orderly workplace in all five designated hot work zones.

6. Basic Classification of Fires

a. ALPHA (A) Class: Involves wood and wood products, cloth, textile and fibrous materials, paper and paper products. Class A fires are extinguished with water in straight or fog pattern.

b. BRAVO (B) Class: Involves flammable and combustible liquids such as gasoline, diesel fuel, jet fuels, hydraulic fluid and lube oil. These fires are normally extinguished with AFFF, Halon 1301, water mist, Heptafluoropropane (HFP) or Potassium Bicarbonate (PKP). Class B fires also involve flammable gases, such as acetylene, which should never be extinguished unless there is reasonable certainty that the flow of gas can be secured. Securing the fuel source is the single most important step in controlling a gas fire.

May 6 2021

c. (C) or CHARLIE Class: Energized electrical fires that are attacked at prescribed distances using nonconductive agents such as CO2 or water spray. Do not attempt to fight this fire with electricity still supplied to the device.

7. Procedures

a. If fire alarm sounds, follow the procedures of enclosure (5).

b. Reenter the facility only when the facility has been cleared by Naval Station Mayport Fire and Emergency Services personnel.

c. Upon termination of the emergency, person(s) who discovered the fire will report to the senior fire official to provide accurate information regarding conditions under which the discovery was made.

d. Any person having discharged a SERMC facility fire extinguisher will report the fact and its location immediately to SERMC Safety Department.

e. For Re-Locatable Building (RLB) alarm and emergency reporting procedures see SERMC Safety Quick Take #48 located on the SERMC Safety SharePoint site under the Safety Quick Take tab.

8. Hot Work. All flame producing and industrial heat generating operations, as defined by reference (a), not previously approved by Naval Station Mayport Fire and Emergency Services will require a request for approval through the SERMC Safety Department.

9. Open Burning and Fires

a. SERMC personnel will request permission to use approved barbecue pits or gas/charcoal grills within SERMC's fence line using enclosure (6).

b. SERMC personnel will not use charcoal or gas fired grills and fire pits, including tiki torches within structures, on boats, on or under balconies, decks or porches, or within 15 feet of combustible patios. Open burning and fires are prohibited and will not be started at any location within the SERMC fence line.

May 6 2021

10. Training. SERMC personnel will complete ESAMS Fire Prevention and Portable Fire Extinguisher Training and Education course #1024, annually.

11. Accessibility of this Facility Fire Protection and Prevention Program

a. This plan is available on the SERMC Environmental, Safety and Health SharePoint page.

b. The following personnel can be contacted for further information about this SOP or for emergencies:

(1) Darius Vergara, SERMC Safety (904)270-5126 x 3632

(2) Bob Norman, SERMC Safety (904)270-6404

12. Forms. Fire Warden Report, Monthly Fire Extinguisher Inspection Record, SERMC Muster Location/Illustration, SERMC Weekly Safety/Environmental Inspection Form, Fire Bill, Hot work Permit, Grilling Request Form, and SERMC Safety Quick Take 48 can be accessed on SERMC SharePoint site, <https://navsea.navy.deps.mil/sites/sermc/106/Pages/default.aspx>, under Environmental, Safety and Health page in the Forms tab.

/S/

Aaron E. Moore, C106